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T-3033

14 August 1950

MEMORANDUM FOR: Chief, Common Instruction

SUBJECT: Analysis of Instructor's Working Day

1. In accordance with your memorandum of 21 July, the instructors of the SOC have provided the following estimates of the way they spend their time. The estimates are in per cent, and are based on the available time during the last two courses.

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Lectures, briefings, critiques, etc.	10	10	10	10	10	5
Preparation for lectures, research	30	20	25	25	30	-
Live problems	20	25	20	22	25	12
Special projects (manuals, etc.)	10	5	5	5	5	24
Evaluation (grading, etc.)	18	20	30	25	20	10
Student guidance	5	5	5	10	5	5
Administrative matters	7	15	5	3	5	44

2. These estimates are of course rough approximations and open to question, but more accurate determinations could be obtained only if the instructors kept logs on their time. Even so, there would be considerable variation from class to class, due to such variables as:

a. Reworking of a unit of instruction. (The creation of new lectures in the Communist week accounts for the large figures under "preparation of lectures".)

b. Number of instructors and number of students. (This will have considerable bearing on the time spent on live problems, particularly by me.)

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7-3033

To: C, CI, subj: Analysis of Instructor's Working day, dtd 14 Aug 50.

c. Creation of new problems or manuals. (The high figure for "special projects" in my case results from the rewriting of the Reporting Manual - would not be normal.)

3. The figures quoted above are in substantial agreement with those in a time study of the SOC made about a year and a half ago, once allowance is made for changes in the course itself. In my own case, however, the substantial increase in time spent on administration should be noted (from 13% to 44%), and the equally substantial decrease of time spend on evaluation (from 42% to 10%). Had I not been writing a manual, the time spent on administration would have been even greater.

[Redacted Signature]

Chief, SOC

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